

M S P



MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: SUPERVISING TRANSPORTATION ELECTRICAL ENGINEER, CALTRANS

POSITION TITLE: ELECTRICAL ASSET CHIEF

SALARY: \$10,916 - \$12,400

LOCATION: DISTRICT 7 – LOS ANGELES

DIVISION: MAINTENANCE

FINAL FILING DATE: DECEMBER 19, 2017

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy District Director of Maintenance, the incumbent serves as an Office Chief, maintaining a customer service management orientation and encouraging continuous innovation and process improvement. May act for the Deputy District Director for Maintenance as needed.

Duties and activities include, but are not limited to:

- Provides technical direction and guidance to manage contracts for field system support services. Shares best practices and provides program expertise. Monitors, tracks, and analyzes Intelligent Transportation System (ITS) related budgets and communication bills. Supervises ITS related staff activities. Monitors repair costs, lifecycle/age, and notifies TMS SHOPP program advisor of replacement needs.

- Responsible for performing asset management, health monitoring, troubleshooting and repair, and limited life-cycle replacement of ITS field elements associated with communications used in traffic flow monitoring, incident verifications, and traffic management functions.
- Ensures field maintenance input through maintenance engineers participation in Project Development Team (PDT) meetings for all phases of project development, which includes project scoping, design phase, construction reviews, and project acceptance. Prepares Emergency Contracts and Director's Orders to initiate emergency work under contract sooner than can be done under the normal contract approval process. Provides engineering support to the field maintenance staff.
- Administers the Geographic Information System (G.I.S.) Program for the Asset Management, Water Management, Adopt-a-Highway, Herbicide and Pesticide programs.
- Manages the personal services and operating expenses across multiple programs and funding sources. Estimates and develops workload standards, Person Years, and resource needs. Develops work plans and evaluates the performance to determine if the Division is on track to meet the targets set. Promotes cost control and efficiency strategies, sets specific goals and quantifiable accomplishments, and directs maintenance activities designed to prevent increases in costs.
- Leads, supervises, directs and manages an office of varied professional and technical staff.
- Attends various staff and Maintenance Program meetings, conducts presentations to the public and outside agencies in regards to Maintenance Engineering projects.
- Assists the District Division Chief in the handling of field personnel problems and working with union representatives.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as an Electrical Engineer issued by the California State Board of Registration for Professional Engineers (Candidates who submit proof that they have applied for registration will be admitted to the examination, but must possess a valid certificate of registration before they may be appointed.) and

Either I

Experience: One year of experience in the California state service as a Senior Transportation Electrical Engineer (Supervisor), Senior Transportation Electrical Engineer (Specialist), or Senior Electrical or Electronic Engineer, Caltrans, performing highway electrical or electronic engineering work.

Or II

Experience: Five years of professional engineering experience, at least two years of which shall have been in supervising the planning, development, design, construction, maintenance, or operation of highway lighting, traffic control systems, and real time traffic management computer systems at a level comparable in responsibility to that of a Senior Transportation Electrical Engineer (Specialist) or Senior Transportation Electrical Engineer (Supervisor) in the California state services. and

Education: Equivalent to graduation from a college accredited by the Accreditation Board for Engineering and Technology with major work in electrical, electronic, or computer engineering or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Design of highway lighting and electrical traffic control installation; electrical and electronic theory and field practice as applied to highway lighting and traffic control

equipment; principles and practices of traffic engineering as they apply to highway lighting and traffic control systems; materials and construction costs and reviewing estimates for highway lighting and traffic control systems; basic occupational safety and health regulations contained in the Title 8 Industrial Relations, Electrical Safety Orders, safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program; and the supervisor's role in maintaining an effective injury and illness prevention program; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) and Labor Relations program objectives; a manager's role in Safety, Health, EEO, and labor relations and the processes available to meet these program objectives.

Ability to: Coordinate design of highway lighting and traffic control systems; effectively chair committee of electrical engineers organized to establish statewide electrical and electronic design standards and procurement specifications; plan and direct the work of others; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and adopt an effective course of action; prepare correspondence and direct the preparation of comprehensive reports; communicate effectively; effectively contribute to the Caltrans' EEO and labor relations program objectives.

STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria indicated in this examination bulletin and qualify them for the position. The SOQ must not exceed two (2) pages in length.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP75**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- "Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who**

qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678)."

The State application and Statement of Qualifications must be received or postmarked by the final file date of **December 19, 2017**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Ashley Courtney (17MSP75)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Ashley Courtney at (916) 227-1828

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.